



**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

# Benefits Administrator Memo **#17-02**

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**To:** Benefits Administrators  
**From:** State and Local Health Benefits Programs  
**CC:** All OHB  
**Date:** April 13, 2017  
**Re:** 2017 Open Enrollment Communications and Materials

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## ***Open Enrollment Will Be May 1-15, 2017***

Open Enrollment for health benefits and flexible spending accounts (FSAs) will be between **May 1 and May 15** this year. Since EmployeeDirect will be under construction and offline during Open Enrollment, the shortened window for making elections will provide additional time for Benefits Administrators to key elections. This will ensure that employee health coverage and changes take effect on time on July 1, 2017.

Employees need to submit a **paper enrollment form** to their Benefits Administrator **no later than the close of business on May 15**.

### **Instructions for Employees**

- **Complete an *Enrollment Form for Employees***
  - **Make changes to Health Coverage:** The health coverage information is included in Section 4 of the form.
  - **Enroll in an FSA:** Check the appropriate box in Section 3 of the form and enter the "per pay" election amount. If you don't want to make health care changes, simply mark the "No Change" block in Section 4.
- **Submit an Enrollment Form**
  - Find the fillable form on the DHRM website at <http://www.dhrm.virginia.gov/healthcoverage/open-enrollment>. Complete it, print it, sign it and submit to your Benefits Administrator.
  - No computer access? Request a printed enrollment form from your Benefits Administrator.

Please encourage employees to use the fillable form. A limited supply of enrollment forms will be available to Benefits Administrators to order beginning April 21 using the Commonwealth of Virginia Materials Order Form. **Be sure to provide your contact information to employees so that they are clear where to submit their enrollment form.**

### ***Employee Communications***

- The **Spotlight** newsletter will be mailed to employees at their home addresses the week of April 24, 2017. DHRM also will send *Spotlight* electronically to all employees with emails in BES. See the link to Spotlight below for this year's Open Enrollment information.
- Also included in this year's mailing will be:
  - A "Your Health Plan Choices" brochure with information on COVA Care, COVA HealthAware, COVA HDHP and Kaiser Permanente HMO health plan options;
  - A Summary of Benefits and Coverage (SBC) for the employee's current plan;
  - A Language Assistance Notice;
  - A sheet with special health benefits notices, including a new Wellness Notice, Women's Health and Cancer Rights, HIPAA Special Enrollment, and a notice for employees not currently enrolled in a state health plan about the employee's option to review on the website or request paper copies of the State's SBCs; and
  - The Children's Health Insurance Program Reauthorization Act of 2009 (CHIP) annual notice required by the Department of Labor.
- An **Open Enrollment link** will be posted on the DHRM website on April 20.
- An **Open Enrollment PowerPoint video** will be available on the Open Enrollment web page the week of April 24 for agency use at employee meetings.
- Every employee enrolled in **COVA Care or COVA HealthAware** should receive a **2016 Member Handbook**. The member handbooks, and a **2014 COVA HDHP amendment**, are posted on the DHRM website. **2017** handbook amendments will be provided before the beginning of the plan year. The **Kaiser Permanente Evidence of Coverage** will be mailed to enrolled employee home addresses during the summer.
- You will be shipped a **supply of FSA Sourcebooks** beginning April 28 based on two percent of your agency's FTE count in BES. After receiving your shipment, you may download materials from the Anthem website at [www.anthem.com/cova](http://www.anthem.com/cova) or use the order form if you need more. The FSA Worksheet may be downloaded from the 2017 Open Enrollment page on the DHRM website and will be available soon on the Anthem website.

### ***Ordering and Accessing Materials***

New materials will be available for order beginning April 21 from each vendor as shown below. The materials order forms are posted at [www.dhrm.virginia.gov/benefitsadministration/baforms](http://www.dhrm.virginia.gov/benefitsadministration/baforms).

#### **2017 Commonwealth of Virginia Materials Order Form (Anthem and Delta Dental)**

- A limited number of **extra Spotlights** – write in "Spotlight" and the quantity
- **COVA Care and COVA HDHP** brochures
- **2016 COVA Care Member Handbook**
- **2017 Flexible Spending Account (FSA) Sourcebook and FSA Worksheets**
- **Other brochures** and flyers
- **Delta Dental materials** - call the telephone number included on the form

### **2017 Aetna Materials Order Form (COVA HealthAware)**

- **COVA HealthAware** brochure
- **2016 COVA HealthAware Member Handbook**
- **Other brochures** and flyers

### **2017 ActiveHealth Materials Order Form**

- **Brochures**, flyers and posters
  - MyActiveHealth portal
  - *Healthy Beginnings, Healthy Insights and Healthy Lifestyles* programs
  - Incentive programs

Call Kaiser directly at 703-287-4645 or email [Maureen.m.breheny@kp.org](mailto:Maureen.m.breheny@kp.org) to order materials.

**Vendor employee materials** also may be accessed electronically on the DHRM website with links to individual administrators: [www.anthem.com/cova](http://www.anthem.com/cova), <http://www.covahealthaware.com> and <http://my.kp.org/commonwealthofvirginia> .

Links To:

- [Spotlight](#)
- [Your Health Plan Choices brochure](#)
- [Enrollment Form for Employees](#)
- [Flexible Spending Account Sourcebook](#)
- [FSA Worksheets](#)
- [Commonwealth of Virginia Materials Order Forms](#)
- [Important Health Benefits Notices](#)
- [CHIP Annual Notice](#)
- [Summary of Benefits and Coverage](#)